

Campaign Finance
Report of
CONTRIBUTIONS & EXPENDITURES
for a
Political Committee

This document must be clear, legible *and* typed *or* printed in blue or black ink.

Section 24.2-914 of the Code of Virginia

Definitions, statutory references and filing instructions contained in the *Campaign Finance Disclosure Act Summary Guide*

<input type="checkbox"/> Check here if this report is an Amended filing.	SBE Committee ID Number:
NAME OF POLITICAL COMMITTEE	
MAILING ADDRESS (INCLUDE NUMBER AND STREET), CITY, STATE AND ZIP CODE	
DAYTIME TELEPHONE NUMBER (of person preparing this report)	EMAIL ADDRESS FOR ACKNOWLEDGEMENTS (optional)
NO ACTIVITY STATEMENT <input type="checkbox"/> I declare, subject to the penalties of Virginia's campaign finance law, that except for the addition of interest or dividend payments and/or subtraction of any bank service charges, no monies or other things of value have been received and no monies have been expended for this reporting cycle. Any such payments or charges will be reported on the appropriate schedule of the next report for any period in which other activity occurs. This is a complete report for this committee for the time period indicated. The balance, the same as stated on Line 19 of my last <i>Schedule H</i> is: \$ _____	
VIOLATIONS OF VIRGINIA'S CAMPAIGN FINANCE LAW	
Any person or committee that fails to file any report, files any report late or fails to provide any required information in any report that is required by the <i>Campaign Finance Disclosure Act of Virginia</i> , will be considered to have violated the campaign finance law and that person or committee will be subject to the civil penalties set forth in the <i>Campaign Finance Disclosure Act Summary Guide</i> .	
POLITICAL COMMITTEE SCHEDULE:	
ALL POLITICAL COMMITTEES FILE: <input type="checkbox"/> JULY 15, 2003 <input type="checkbox"/> JANUARY 15, 2004	** PRE-ELECTION REPORTS REQUIRED WHEN ANY CONTRIBUTION THRESHOLD IS REACHED: <ul style="list-style-type: none"> – County, City or Town Elections: \$500 or more to any candidate OR \$1,000 or more to a combination of candidates running in a single locality. – General Assembly (Senate or House of Delegates) Elections Contributions totaling: \$1,000 or more to any single candidate OR \$2,500 or more to a combination of legislative candidates. – Statewide (Governor, Lt. Governor and Attorney General) Elections: \$2,500 or more to any single statewide candidate OR \$7,500 or more to a combination of statewide candidates. – Political or Party Committees: \$500 or more to any PAC, local, state, or district political party committee.
PRE-ELECTION REPORT ** <input type="checkbox"/> GENERAL <input type="checkbox"/> SPECIAL NOTE: For Elections held on November 4, 2003 the Pre-Election report is due on OCTOBER 27, 2003.	*Any political committee that exceeds any threshold amount within 13 days of an election must file a full Pre-election report within 24 hours.
STATEMENT OF TREASURER OR OTHER COMMITTEE OFFICER	
I declare, subject to the penalties of law set forth above, that this report for the period _____ through _____, including all its accompanying schedules, is to the best of my knowledge and belief true, correct and complete.	
_____ (DATE)	_____ SIGNATURE OF CUSTODIAN OF THE BOOKS OR OTHER OFFICER OF THE COMMITTEE

Instructions for Completing this Form

Contributions & Expenditures for a Political Committee: this cover sheet is a two-purpose form and must be filed with every report either:

- When any item of value is received and/or when money is spent, this form must be filed along with Schedules G and H and any other schedules required by items reported thereon; **OR**
- If nothing of value, other than interest or dividends has been received and, except for payment of bank service charges, no monies are spent during the reporting period, file this form checking only the “**No Activity**” box. In this case, you will report in the space indicated, the “same balance” as that stated on line 19 of Schedule H of your last report until such time as you file a report for any period in which other activity has occurred. In the meantime, accurate record keeping is essential.

REQUIRED INFORMATION

1. **Amended Filing** If this filing is amending a previously filed report, please indicate here by checking the box.
2. **SBE Committee ID Number** List the registration number that was issued to the committee upon registering with the State Board of Elections.
3. **Name Line** List the full name of the political committee.
4. **Mailing Address** List the complete mailing address of the campaign committee, the same way it appears on the *Statement of Organization* form.
5. **Daytime Telephone Number and Email Address** List the daytime telephone number of the person that prepared this report. If you would like an electronic acknowledgement that the report is received, list the appropriate e-mail address.
6. **No Activity Statement** Check this box if nothing of value, other than interest or dividends has been received and, except for payment of bank service charges, no monies were spent during the reporting period. List in the space indicated, the “ending balance” as that stated on Line 19 of Schedule H of the last report filed.

7. **Political Committee Filing Schedule including Activity Dates:**

ALL COMMITTEES FILE:

REPORT DUE	ACTIVITY BEGINNING	ACTIVITY ENDING
July 15, 2003	May 22, 2003	June 30, 2003
January 15, 2004	July 1, 2003	December 31, 2003

* Threshold amounts are listed on the front of this form.

Pre-Election Reports required for November 4, 2003 Election if *any* Threshold* is met:

REPORT DUE	ACTIVITY BEGINNING	ACTIVITY ENDING
October 27, 2003	July 1, 2003	October 22, 2003
Within 24 hours	July 1, 2003	Date threshold was met

11/4/2003 Special Elections are scheduled in the counties of Charlotte, Prince Edward, Roanoke, Shenandoah, Stafford and Warren and the cities of Hopewell, Norton and Salem.

Pre-Election Reports required for a Special Election if *any* Threshold* is met:

REPORT DUE	ACTIVITY BEGINNING	ACTIVITY ENDING
8 Days Before	Last regularly filed report.	13 days before the election

8. **Date Report Completed and Signature** The treasurer or other committee officer whose name appears on the Statement of Organization must sign and date indicating the report is correct and complete.

WHERE TO FILE CONTRIBUTION AND EXPENDITURE REPORTS:

- **ALL Political Committees** that file electronically, file with the State Board of Elections **only**. *Electronic filers must file by 11:59PM on the report's due date.*
- **Political ACTION Committees** file with the State Board of Elections **only**. *Paper reports must be postmarked on or before the report's due date.*
- **Political PARTY Committees** that file paper forms, file with **both** the State Board **and** the Electoral Board of their locality. *Reports filed with the State Board must be postmarked on or before the report's due date. Reports submitted to local offices must be submitted by the close of business on the report's due date.*